

**CONTRACT CHANGE ORDER MEMORANDUM**

DC-CEM-4903 (OLD HC-39 REV. 6/93)

CT# 7541-3544-0

DATE:

TO: JOHN DOE, SENIOR CONSTRUCTION ENGINEER			FILE: DIST.- EA CO-RTE-KP (PM)		
FROM: MARY DOE RESIDENT ENGINEER			FED NO.:		
CCO NO.	SUPPLEMENT NO.	CATEGORY CODE:			CONTINGENCY BALANCE (including this change):
		CH	T	J	
INCR. [ X ]    DECR. [ ]			HEADQUARTERS APPROVAL REQUIRED? YES [ ]    NO [X]		
SUPPLEMENTAL FUNDS PROVIDED      \$0.00			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS?    YES [ X ]    NO [ ]		

**THIS CHANGE ORDER PROVIDES FOR:**

An adjustment of compensation at lump sum or force account to the contractor for routing public traffic around the work or for stopping traffic 30 minutes at a time to avoid erection or removal of falsework over public traffic in compliance with Construction Procedures Directive 04-7.

In response to a recent number of incidents during falsework erection or removal on the Department's construction and oversight contracts, Construction Procedure Directive (CPD) 04-7, dated July 23, 2004, was issued by the Division of Construction prohibiting the erection or removal of falsework over public traffic. The CPD directs resident engineers to issue a contract change order to incorporate the provisions of the prohibition into the contract in accordance with standard special provisions (SSP) 12-200\_B10-15-99. It allows additional compensation to the contractor on an adjustment of compensation at lump sum or force account basis, if falsework erection and removal over public traffic was not prohibited in the contract plans and specifications.

Falsework is to be constructed over public traffic on this contract at Location \_\_, Bridge No. \_\_ - \_\_. However, the contract plans and the special provisions do not provide for detours or stoppage of traffic during falsework erection or removal. The contractor's approved falsework erection and removal plans submitted in accordance with the contract plans and specifications do not include routing traffic around the work or stopping traffic for any time during falsework erection and removal.

An adjustment of compensation for the additional cost of providing traffic handling plans, labor, equipment, and materials for routing traffic around the work, or stopping and directing traffic through the work in accordance with an approved additional traffic control plan for falsework erection and removal shall be provided to the contractor. I recommend that this change be approved.

The contractor has indicated that he will accept \$XX as adjustment in compensation at lump sum (or force account) and will sign the change order. A detailed force account analysis justifying the lump sum (if lump sum is used) adjustment has been completed and filed in the project records. *(Use if no time adjustment)* The additional traffic control does not affect the controlling item of work and no time adjustment will therefore be granted --- *(state the reason and section of the contract used for not granting additional time)*. *(Use if time adjustment is granted)* XX working days in contract time extension is granted in accordance with Section 8-1.07, "Liquidated Damages," of the *Standard Specifications* (or state reason or other section of the contract used to justify granting additional time).

CONCURRED BY:		ESTIMATE OF COST		
CONSTRUCTION ENGINEER		ITEMS	THIS REQUEST \$ 00.00	TOTAL TO DATE \$ 00.00
BRIDGE ENGINEER		FORCE ACCOUNT	\$	\$ 00.00
		AGREED PRICE	\$ 00.00	\$ 00.00
FHWA REP.	DATE	ADJUSTMENT (LS)	\$	\$ 00.00
PROJECT ENGINEER	DATE	TOTAL	\$ 00.00	\$ 00.00
		FEDERAL PARTICIPATION		
OTHER (Specify)	DATE	[ ] PARTICIPATING [ ] PARTICIPATING IN PART [ ] NONE		
		[ ] NON-PARTICIPATING(Maintenance) [ ] NON-PARTICIPATING		
	DATE	FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)		
		[ ] CCO FUNDED PER CONTRACT [ ] CCO FUNDED AS FOLLOWS:		
DIST. PRIOR APPROVAL BY	DATE	FEDERAL FUNDING SOURCE		PERCENT
HQ (ISSUE & APPROVE ) (TO PROCEED ) BY	DATE			
(Per CPD 04-7, dated June 30, 2004)				
R.E. SIGNATURE	DATE			